



Position Available Immediately: Administrative Analyst

The City of Bee Cave is seeking a confident, highly-qualified administrative professional for the position of Administrative Analyst providing service and support to Administration with coverage responsibilities in other City departments as assigned. Ideal candidates should have no less than three (3) years of administrative experience. Prior municipal government experience may be helpful; however, it is not required. The ideal candidate has financial acumen, must be solution-driver, highly adaptive while performing complex technical, administrative duties. City of Bee Cave employees must provide excellent customer service to external and internal customers. The ideal candidate must be accurate and proactive; multitasking essential, extremely well-organized and highly proficient in process analysis. The ability to meet high volume demand with keen attention to detail is a necessity. The ideal candidate must learn quickly and understand while our organization is smaller than some, the volume is substantial and our teams are comprised of deadline driven work groups. For a complete description of duties and responsibilities, please see the job description located on our website [www.beecavetexas.gov](http://www.beecavetexas.gov). If interested, confident in your abilities and ready for a unique challenge, please submit your resume and application to:

City of Bee Cave  
Attn: Brooke Winburn  
4000 Galleria Parkway  
Bee Cave, TX 78738  
Email: [HR@beecavetexas.gov](mailto:HR@beecavetexas.gov)